

MINUTES OF THE HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

DAY & DATE: August 07, 2014
PLACE: Wood County Highway Department, 555 17th Avenue
North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 AM
ADJOURNMENT TIME: 12:10 PM
MEMBERS PRESENT: Chairman Allen Breu, Secretary Dennis Polach, Member
Marion Hokamp, and Member William Winch
MEMBERS EXCUSED: Vice-Chairman Trent Miner
OTHERS PRESENT: Park and Forestry Director Chad Schooley, Forest
Administrator Fritz Schubert, Steve Grant (DNR), Lance
Pliml (Wood County Board), Highway Commissioner
Douglas Passineau, Accounting Supervisor John Peckham

1. Call meeting to order. Chairman Allen Breu called the meeting to order at 8:00 AM. The meeting has been properly posted.
2. Public comments: None.
3. Approve minutes of the July 2, 2014 Highway Infrastructure & Recreation Committee meeting and July 22, 2014 Wood County Wildlife Area Advisory Committee meeting.

Moved by Polach, seconded by Hokamp to approve the above-mentioned minutes. Motion carried unanimously.

PARKS

4. Item #4 – Parks Construction Supervisor Report was reviewed (see attached report).

Moved by Winch, seconded by Polach to approve the Parks Construction Supervisor's report. Motion carried unanimously.

5. Item #5 – Office Supervisor report.
 - a. Schubert told the Committee that he had rerouted the ATV trail away from a concerned citizen's property.
 - b. The Department plans to build the snowmobile bridge with, in part, an 80/20 grant award, whereby the County will be responsible for 20% of the cost. The Department used Jewell Engineers as consultants on the project. Jewell gave an estimate of \$100,000 for construction of the snowmobile bridge, which consisted of \$20,000 for engineering and \$80,000 for

construction. The grant was applied for using that estimate. The Department subsequently received two bids for the project and they were both over \$136,000. The Department is responsible for any cost in excess of the grant award. Schooley and Office Supervisor Heather Gehrt are recommending that the Department reject all bids and re-bid the project with a deadline of next year since the grant can be spent through then. They feel that, with the change in deadline, as well as a reduction in certain of the bid requirements, the price may come in quite a bit lower.

Moved by Hokamp, seconded by Winch to re-bid the Mill Creek Bridge. Motion carried unanimously.

Moved by Polach, seconded by Hokamp to approve the Office Supervisor's report. Motion carried unanimously.

6. Item #6 – Park and Forestry Director report.

a. Special Use Permits.

- Multi-Metro Deer Management request to harvest deer with bows in the designated areas of Nepco and South Wood County Park. This has been approved the past several years without any issues or concerns voiced during that time.

Winch commented that he would rather see the hunting be open to the public rather than restricted to this group. Others recommended that individuals contact the group and find out how to join them if they would be interested in hunting these areas.

Moved by Hokamp, seconded by Winch to approve special use permit of Multi-Metro Deer Management. Motion carried unanimously.

- Arpin Volunteer Fire Department will rent the Powers Bluff shelter, as they do annually, for their Sportsmens' Banquet. The banquet will be held on October 23rd and they pay the usual fee for the day. They are requesting use of the shelter and a fee waiver on the evening of October 22nd for setup.

Polach commented that he feels they should pay something, if only a discounted fee.

Moved by Winch, seconded by Hokamp to approve the special use permit of the Arpin Volunteer Fire Department and waive the fee for the evening of October 22nd. Motion carried unanimously.

- b. County Conservation Grant Resolution – The Department is working with the Consolidated Muskie Club to stock the Wisconsin River. Schooley is

requesting approval of a resolution that will allow the Department to apply for the grant which will pay the County's portion of the costs.

Moved by Polach, seconded by Winch to approve the resolution and forward it to County Board. Motion carried unanimously.

The Department has found an experienced couple that will take over the concessions work at Powers Bluff since the retirement of the last operators. This couple will also sell tow tickets and rent skis/snowboards out for the Department. Parks will get 15% of the concession sales.

The Incentive Picnic was well attended, with numbers reportedly in the thousands.

Schooley distributed the Parks and Forestry Draft Budget and highlighted several areas of particular interest. The Committee will meet before County Board at City Hall to make any changes and approve the budget.

Moved by Winch, seconded by Polach to approve the Park and Forestry Director's report. Motion carried unanimously.

FORESTRY

7. Item #7 - The Forest Administrator Report was reviewed.
 - a. Timber Sales Update (see attached report). The Department has made its budgeted revenue for the year.
 - b. Proposed Forest Technician position – Schubert commented that, overall, the Department is doing a great job on the some aspects of County Forest management including timber sales and recon. However, he believes there are some facets of County Forest management that could be done better. He proposes hiring a half-time individual as a County Forest Technician. Primary duties of the position would include some additional timber sales and recon. However the main emphasis of the position would be geared towards addressing other management tasks including: timber stand improvement, work with invasive species, road improvements and maintenance, reforestation wildlife habitat management, mowing and other machinery operations, signage, and maintenance of other forest infrastructure, and special projects. Based on informal surveys, Schooley and Schubert estimate the technician would likely be paid about \$17.80 per hour, with a total cost of the position around \$30,000. The actual pay would have to be determined by the Carlson/Dettman scale. The Department has an FTE available due to the elimination of their mechanic position last year.

Moved by Hokamp, seconded by Polach to bring the Committee more detail of the duties of the Forest Technician position, gather and present cost/benefit data, and work with Human Resources to get at least a preliminary ranking of the position from Carlson/Dettman. Motion carried unanimously.

Moved by Hokamp, seconded by Polach to approve the Forest Administrator Report. Motion carried unanimously.

8. Correspondence

- a. No liability claims for the month.
- b. The annual HIRC Park/Forestry/Highway Tour will be held on Tuesday, August 12th. The group will meet at 8:00 AM at the WCCH southeast parking lot.

9. Approve payment of bills.

Moved by Hokamp, seconded by Polach to approve the payment of bills. Motion carried unanimously.

10. Revenue Report was reviewed.

Moved by Polach, seconded by Winch to approve the Revenue Report. Motion carried unanimously.

The Committee took a break at 10:02 am resuming at 10:25 am.

HIGHWAY

11. Item #11 - Discuss CTH V Bridge. The CTH V Bridge project will be worked on during the approximate dates of August 18th – October 10th. About half the funding for this project is from the County Highway Improvement (CHI) program.
12. Item #12 – Marathon County truck storage. The Marathon County Highway Department suffered a fire at one of their shops earlier this year. While a new shop is being built, the Marathon County Highway Commissioner has asked if he can store one or two trucks in either the Wood County Marshfield or Auburndale shop through January. The Committee approved of the idea.
13. Item #13 – Discuss, and possibly act on, salt storage building for the Marshfield Shop. The Department is well into the process of closing down the Auburndale Shop and consolidating the personnel and equipment there into the Marshfield and Wisconsin Rapids shops. Sale of the shop will commence in the near future.

The State had paid for the salt shed at the Auburndale shop and will pay for a new salt shed at the Marshfield shop, as well. There are two choices for the financing of

the shed. First, the Department can pay for it and then get reimbursed through the State's usual storage reimbursement payment. The second option is to put the shed on the State's waiting list but then it could take several years to get it built.

Moved by Winch, seconded by Polach to bring this item back in September with additional information regarding the payback from the State, in the event that the County pays for the shed up front. Motion carried unanimously.

14. Item #14 – Discuss CTH A County/WisDOT detour for bridge repair. When the State used CTH A as a detour last year, the truck traffic caused considerable damage. Passineau has been in discussion with the State regarding possible reparations. Mike Krcmar and Tom Nelson are currently doing soil borings on CTH A and the results will be shared with the Committee in September.
15. Item #15 – Frac Sand update. Passineau has been in discussion with officials from Completion Industrial Minerals regarding their contract and outstanding balance due to the Department. He is carefully monitoring frac sand activity on county highways.
16. Item #16 – Discuss, and possibly act on, 2015 debt service and Highway Department expenditures. Passineau distributed the 2015 construction plan for use of the money approved for borrowing by the County Board.

Moved by Hokamp, seconded by Polach to approve the construction plan as presented. Motion carried unanimously.

17. Item #17 – Review, and possibly act on, preliminary Highway Department budget. The draft of the budget was distributed. The Committee will meet before County Board at City Hall to make any changes and approve the budget.
18. Current Projects Update (see attached sheet).
19. Approve payment of bills.

Moved by Polach, seconded by Winch to approve the payment of bills. Motion carried unanimously.

20. Accounting Supervisor's Report was reviewed.

Moved by Hokamp, seconded by Winch to approve the Accounting Supervisor's report. Motion carried unanimously.

21. Correspondence
 - a. Passineau would like the Department to participate in a Tri-County Rodeo with Adams and Juneau Counties. The competition/training day has proven to be beneficial in the past. Several Committee members who

have attended prior Rodeo days agreed that it's a good thing for the Department to participate in.

22. Next meeting dates.

- a. The next meeting date is Tuesday, August 12, 2014 at the Wood County Courthouse, Southeast Parking Lot, at 8:00 AM, for the Park/Forestry/Highway Tour.
- b. The next meeting date after that is Tuesday, August 19, 2014 at the Wisconsin Rapids City Hall, 444 West Grand Avenue, 1st Floor Conference Room, at 8:00 AM.
- c. The next regularly scheduled meeting date is September 04, 2014 at the Wood County Courthouse, Room 113, at 8:00 AM.

23. Motion to adjourn.

Moved by Winch, seconded by Hokamp to adjourn at 12:10 PM. Motion carried unanimously.


Dennis Polach, Secretary

Minutes taken by John Peckham, Highway Department Accounting Supervisor
(Reports attached below)